

INDIAN AFFAIRS MANUAL

- 1.1 Purpose.** To establish policy for producing handbooks related to the Indian Affairs Manual (IAM) chapters.
- 1.2 Scope.** The standard operating procedures and recommended or acceptable practices in Indian Affairs (IA) handbooks are applicable to all IA employees.
- 1.3 Policy.** Handbooks provide guidance or technical information specific to an activity, program, or function. They are companions to IAM chapters, providing a greater level of detail regarding the processes and procedures IA employees use to perform their duties. Programs or functions which rely on handbooks, User Guides, or Desk References to supplement the information provided in their IAM chapters are responsible for ensuring that the information in the handbook conforms to the applicable statutes, regulations, and policies cited in the respective chapter.
- 1.4 Authority.**
- A.** The **Federal Records Act (44 U.S.C. 3101)**, requires the head of each Federal agency to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency. Records should be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.
 - B.** The Public Information section of the **Administrative Procedure Act (5 U.S.C. 552)** requires that the following information be made available to the public: descriptions of the organization, where and how information and decisions can be secured, what and how functions are performed, what requirements must be met to get benefits or services, and what procedures must be followed.
 - C.** **Departmental Manual 381 DM 1** requires that Indian Affairs provide proper documentation of its organization, functions, policies, and procedures.
- 1.5 Guidance.** The Indian Affairs Directives Handbook (1 IAM-H) provides instructions and examples to assist those who produce policies and handbooks for IA programs and activities. It includes examples of handbook title (cover) pages, Transmittal sheets and Clearance Records, and instructions for footnoting. The Handbook is on the IA intranet through the IA Directives System webpage: <http://inside.bia.gov/Org/AS-IA/ORM/DirectSys/index.htm> and on the Internet at <http://www.bia.gov/WhatWeDo/Knowledge/Directives/index.htm>. A copy may be obtained by contacting the Office of Regulatory Affairs and Collaborative Action, 2051 Mercator Drive, Reston, VA 20191.

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1.6 Style. Handbooks are written in whatever style best conveys the information or instructions contained in the handbook. A standard template is not required, however each handbook must have a title/cover page which states:

- Title of the Handbook
- Program the handbook is affiliated with
- Official Name and address of the issuing office
- Footnoted date and related IAM chapter

Handbooks must also be formatted for clarity, including:

- Table of Contents
- Chapter and page numbers which match the table of contents
- Current and accurate names of IA offices and officials
- Correct citations and current authorities (i.e., references to C.F.R., U.S.C., official governing policies, regulations, or treaties)
- Illustrations and Appendices in electronic form

1.7 Responsibilities.

- A. Central Office and Regional Directors.** The Office with primary subject-matter responsibility (the originating office) develops content, maintains, and updates the information in their handbooks. The originating Office also prepares the Transmittal Sheet and Clearance Record. The Transmittal Sheet contains a summary of the handbook content, and an explanation of any change or modification. The Clearance Record reflects the appropriate routing for signature to document concurrence by each reviewing office.
- B. Office of Regulatory Affairs and Collaborative Action (RACA)** provides the originating Office with a release number and document identification number. RACA reviews handbooks and coordinates recommended changes or corrections with the authors prior to the originating Office routing the final document for approval. Once a handbook is signed off, it is returned to RACA to be stamped with date of issue, entered into the records management system, and forwarded for publication to the IA Internet.
- C. “Owners” of Automated Systems.** Organizational units designated as “Owners” of automated systems are authorized to issue handbooks which serve as User Guides for those systems. User Guides are not required to be referenced in the corresponding part/chapter of the IAM.
- D. Signature Authority.** Officials with the authority to sign handbooks related to the IAM are: the Director, Bureau of Indian Affairs; Director, Bureau of Indian Education, and, in the case of a handbook as a companion to a Regional Directive, the respective Regional Director.